

Outreach Committee Meeting 10/6/2011

1. Called to order at 5:13, Lisa Chapman, Mike Stajura, Brent Gaisford, and stakeholder Roxanne Stern
2. Lisa is talking to Kevin tonight about our website issues, intermittent sporadic website down time must be resolved. She will also talk to him about her problems getting on the website, how to use the email system, how to add an email list without individual entry (w/out duplication)
3. Lisa will take charge of emails and sending them out, Brent will stay the website update point person with help from Mike.
4. Lisa will take care of this after meeting with Kevin tonight – we will send out emails which include all NC news, as well as upcoming events (Lisa will do this for now unless it gets crazy)
5. Add Westwood Live events to calendar, everyone on the outreach committee will now email everybody else when they see an event, whoever can get to adding it first will do so
6. Post things which appeal to a significant portion of the Westwood community, be more selective in the events we mention in our emails (potentially)
7. Potential signs on lampposts promoting Westwood Live and the NC funded by us – talk to Steve to get it on the agenda, get a quote for cost in time.
 1. Talk to Andrew Thomas (director of BID) about getting signs promoting NC in abandoned storefronts – also about the glass enclosed case at Westwood and Kinross
 2. Talk to HOAs about potentially promoting events – Brent will email Carol Magnuson, Lisa will talk to Sandy Brown, Laura will speak to Comstock Hills, we'll speak to Steve Resnick at our next board meeting
 3. Talk to Mark Herd about Westwood Press
 4. Mike will be writing the letter to the DB
 5. Lisa will speak to This Week in Westwood
 6. Lisa will speak to Warner Avenue about their newsletters
 7. Laura will speak to Fairburn about their newsletters